

# **Enterprise IT Financial Workgroup**

## **Workgroup Meeting Agenda**

**March 31, 2016**

**2:00 p.m.**

**Mitchell Building – Room 53**

### **Members Present:**

Ron Baldwin, CIO/SITSD  
Mike Bousliman, DOT  
John Daugherty, COR  
Dale Gow, LEG  
Larry Krause, DOC

Kim Moog, DLI  
Jay Phillips, OPI  
Jennie Stapp, MSL  
Cindy Trimp, DOR

### **Staff Present:**

Jennifer Schofield

### **Guests Present:**

Jenifer Alger, Audrey Hinman, Penne Cross

### **☞ Real-time Communication:**

Teri Juneau

### **Welcome and Introductions**

Ron Baldwin welcomed the council to the March 31, 2016 EITFW meeting. All members and guests were introduced.

### **Appointing of Chair**

Mike Bousliman motioned to approve Kim Moog as chair. John Daugherty seconded. The voice vote was unanimous.

### **Business**

#### **Workgroup Planning Session**

**Action Item:** Jennie Stapp suggested that the workgroup adopt service changes as a standing agenda item. Ron mentioned that the service change process should involve a high degree of communication between the EITFW and ITMC. Any new service introduced, changed, or deleted goes through SITSD's Decision Brief process. Service change Decision Briefs should emanate out of this workgroup.

**Action Item:** Ron suggested making Volume 10 a standing item on future agendas, during which he will provide a monthly update. Ron is meeting with Kris Wilkinson and Amy Carlson to determine how the process will unfold during the upcoming session. Ron will take discussion items, questions, and concerns from this workgroup to those meetings.

**Action Item:** Ron proposed that the workgroup adopt a Working Capital Update as a standing agenda item.

The workgroup resolved to meet on the last Thursday of every month.

### **Enterprise Content Management (ECM)**

Audrey Hinman: During the last EITFW meeting, there were discussions about funding ECM through the enterprise rate. The determination was made to continue with the status quo, meaning that FY 18/19 rates will be the same as FY 16/17's. Perceptive Content licenses will be allocated per agency based on user need.

Q: Mike Bousliman: If you do not use Perceptive Content licensing in FY 2018 but intend to use it in 2019, will you have to pay for FY 2018?

A: Audrey: You pay by what you use, when you use it.

Audrey: Server environment storage is charged by the gigabyte. Ongoing support is based on cost recovery principals. There is an initial setup charge for new customers. The ongoing support charges coupled with the initial setup cover staff costs. The hardware costs are covered by the server environment rate, and a disk rate for the amount of storage used. There is no markup on software licensing.

Q: Kim Moog: New users can only be implemented after the end of the year, correct?

A: Audrey: We will provide maintenance and support for FileNet through June 30, 2016. Once we have finished the migration, then we can accept new business.

Q: Kim: Is there a defined capacity for FY 18/19?

A: Audrey: Yes, but it is flexible. We will prioritize. I have a large staff and the ability to move resources around as needed.

Q: Kim: CHIMES will be introduced in the fall?

A: Audrey: Either in the fall, or the first part of the next calendar year.

Q: Kim: Will there be a change to the Enterprise Licensing rate in FY 2017?

A: Audrey: Possibly. We adjust as necessary. As a general rule, if there is a twenty percent shift, we adjust. We have no interest in over-collecting.

Q: Larry Krause: As we increase the Perceptive user base, will we see a substantial impact on budgeting across agencies?

A: Audrey: Possibly. It depends on the rate of adoption statewide. The cost of storage keeps decreasing. Storage for an ECM system revolves around the concept of Write Once Read Many (WORM), which involves encryption. It is more expensive than a normal live storage rate. The Department of Labor and Industry (DLI) and the Department of Public Health and Human Services (DPHHS), as early adopters, have covered much of the early cost of the transition. There was a \$1,000,000 appropriation in HB 10.

A: Ron: Half of the million-dollar appropriation went to pilot funding.

Q: Mike Bousliman: How much did DLI pay?

A: Kim Moog: \$400,000. The majority came from DPHHS because they were able to leverage matching 9010 funding and the A87 waiver. The Centers for Medicare and Medicaid Services (CMS) approved.

### **18/19 Rates**

Jenifer Alger sent out an email to the relevant agency budget heads to access Encompass. Through Encompass, the user will be able to begin making projections for FY 2018. It will have a similar look and feel to previous iterations, but will include more detail and hopefully be less frustrating to use. It will close on Friday, April 15, 2016. SITSD's Financial Management Services Bureau (FMSB) will re-run rates on Monday, April 18, 2016. Agencies will then be able to review and make changes. FMSB will copy the process for FY 2019.

### **Adjournment**

The meeting adjourned at 3:00 p.m.

Adopted April 28, 2016.